

*Rural Cape Breton
District Planning Commission*

2003-2004

Annual Report and Financial Statements



**RURAL CAPE BRETON
DISTRICT PLANNING COMMISSION**

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PORT HAWKESBURY, NOVA SCOTIA
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District Planning Commission
2003-2004*

Annual Report and Financial Statements

June 2004

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This report for the period April 1, 2003 to March 31, 2004 has been prepared in accordance with Section 256 and 257 of the *Municipal Government Act* which require that a District Planning Commission submit to the Councils of each of the participating Municipalities, on or before June 30, a financial report and a report setting out its activities from the preceding fiscal year.

Planning staff continued to work on the plan review for Baddeck and initiated a Plan Review process for Port Hawkesbury. The Inverness Plan Review was completed in this fiscal year and the new planning process for the River Inhabitants area was completed to a first draft stage. Staff also continued participation in the new St. Joseph Du Moine study for a possible wastewater management district. Also staff worked on fourteen development related reports, rezonings and policy amendments and participated in the Eastern Region Inter Municipal Agreement on Planning, the Port Hawkesbury Civic Centre Building Committee and the Provincial GeoNOVA Steering Committee addressing Municipal Data Access Issues.

Planning staff also continued negotiations with Antigonish County related to the initiative to form the "Eastern Region District Planning Commission" through the addition of the County to the Rural Cape Breton District Planning Commission. While their Council has approved in principle joining the District Planning Commission during this last fiscal year this was put on hold because of the Annexation Amalgamation Hearings before the Utility and Review Board. Recently however the County's Planner and Development Officer took a new position with the City of Charlottetown and Commission staff have been providing interim planning and development services until a more permanent agreement can be drafted and approved.

Building Inspection and Development staff saw the number of permits issued increase by 4.8% with 744 permits issued in 2002-2003 and 780 permits issued this last fiscal year. However building permit revenues increased significantly by 25.0% from \$107,762 to \$134,693 in 2003-2004. Subdivision activity also remained about the same with a decrease of one application from 174 to 173 but an increase in revenues of 2.8% from \$34,325 to \$35,300 in this last fiscal year. These increases are a result of both an improving economic picture a number of large projects including the Port Hawkesbury Civic Centre.

The remainder of this report summarizes the activities of the Commission from the last fiscal year in accordance with the *Municipal Government Act*.



Central Richmond Plan Area



Port Hawksbury Plan Review



Baddeck Plan Review



Inverness Plan Review

2. Structure of the Rural Cape Breton District Planning Commission

| | | |
|------------|-----------------------|--|
| 2.1 | Council | Commission Representative |
| | Inverness County | Councillor Duart MacAulay, Chair Councillor Daniel Boudreau, Member Kate Beaton, Secretary Treasurer |
| | Victoria County | Deputy Warden, John Graham MacInnes, Member Councillor Bruce Morrison, Member Councillor Wayne Budge, Alternate Sandy Hudson, Advisor |
| | Port Hawkesbury | Mayor Billy Joe MacLean, Member Councillor Jim King, Member Councillor Steven MacDougall, Alternate Colin MacDonald, Advisor |
| | Richmond County | Councillor Gerry Bourque, Member Councillor Malcolm Beaton, Member Louis Digout, Advisor |
| 2.2 | Staff | |
| | Director | John Bain |
| | Planner | Shayne Vipond |
| | Development Officers | Wanda Ryan John Bain (Alternate) |
| | Building Inspectors | Alfred Fougère Cyril Leblanc Paul Burt Leon LeBlanc (Seasonal) |
| | Fire Inspector | Leon LeBlanc |
| | Planning Technician | Mark Hebert |
| | Secretary/Book Keeper | Tammy MacLellan |
| | Auditors | Grant Thornton Chartered Accountants |
| | Solicitor | Pickup and MacDowell |

3. Municipal Planning Strategy and Land Use By-law Processes

3.1 Baddeck

The Plan Review for the Village of Baddeck has progressed favourably over the last fiscal year. The Baddeck Committee met eight times and completed a review of the Generalized Future Land Use for Baddeck along with the Zoning map for the community. Also servicing issues were discussed at length and Commission staff with the help of Ronald McIntyre, Public Works Supervisor for the Village completed the first complete digital map of the water and sewer services for the village, over the Summer. The Committee also completed the review of the Residential and Commercial policies in the Plan and spent some time considering site specific controls for residential and commercial areas including; height standards, architectural controls and the possibility of varying requirements based the minor variance procedures set out in the *Municipal Government Act*.

For the coming fiscal year the Committee will be reviewing the Industrial Policies and General Provisions in the by-law before staff will redraft the complete bylaw over the Summer for a open house sessions in the Fall..

3.2 Inverness

The revision of the Inverness Municipal Planning Strategy and Land Use By-law had been ongoing since 2001. As a result of this process, in addition to numerous other changes, the existing Planning Area Boundary and Commercial Mixed Use (C-3) zone within the downtown core were expanded. Staff brought the revised Plan and By-law forward to a formal Public hearing for final approval in July of 2003. The Province approved the finalized version of the new Inverness Municipal Planning Strategy and Land Use Bylaw approximately thirty days later.

3.3 Central Richmond Proposed Plan area formerly Lower River Inhabitants

In 2002, a Planning process was initiated by members of the communities of Evanston, Whiteside, Walkerville, Grantville, Hureauville, Lower River Inhabitants and surrounding areas through their member of Council. The Richmond County Planning Advisory Committee requested that the Commission initiate a process to establish a new Planning Policy and By-law to govern land use in these areas. Preliminary mapping of the potential plan area boundaries was generated and reviewed by area councilors. A draft advertisement soliciting new AAC members was been forwarded to the Chair of the

PAC. Once the map and advertisement were reviewed, the Commission began the process of soliciting new AAC members. The process began with a presentation on the value of planning, roles and responsibilities of AAC members, review of impacting legislation, and outline of planning process procedures. In the early stages of the process approximately 22 members had agreed to become part of the AAC committee. However as time progressed and work commitments changed, membership began to wane. It was deemed after a few very poorly attended meetings that a questionnaire be sent to committee members which would attempt to gauge the level of interest in the process. After this exercise, it was clear that approximately 2/3 of the membership no longer wished to participate. However, staff felt that the community representation was still fairly adequate, with Evanston as the exception. Staff prepared and sent out mail-outs to the community of Evanston looking for new participants. One respondent indicated an interest in the process increasing the Committee membership to nine.

To date the newly reformed AAC for the proposed Central Richmond Plan area has reviewed the work plan, agreed to the visioning criteria (which would eventually become the goals of the Municipal Planning Strategy), established two new designations and four newly created zoning categories. As a central theme, the Central Richmond Plan seeks to protect Lower River and the Basin from negative impacts by restricting Heavy Industrial uses within proximity to these watercourses. In addition, the Plan seeks to achieve maximum flexibility in permitting a variety of land uses.

An attempt was made to bring this effort forward to a Public Information Session in mid-December in Evanston. However, a snow storm forced the cancellation of the advertised meeting. Given the timing of the holidays and related concerns regarding attendance, it was decided that the Plan should go to the AAC for final revision and then be brought forward into the approval phase. A preliminary draft of the Planning Strategy and Land Use By-law has been completed however recently some other issues have arisen and staff have been requested to take the Plan back to the AAC committee for additional review. Therefore the matter has been returned to the local Committee to review a the remaining minor concerns and then the documents will be redrafted for presentation to PAC.

3.4 St. Joseph Du Moine

The Communities of Grand Étang and St. Joseph Du Moine are two small communities located between Chéticamp and Margaree Harbour on the Western Shore of Cape Breton Island. According to Civic Addressing data from the Rural Cape Breton District Planning Commission there are approximately 309 civic addressing points from Grand Étang Harbour to Anse Des Abraham for an estimated population of approximately 927 people. These communities are typical of most rural Nova Scotia communities in that they consist of ribbon development along a main highway with a few side roads connecting to other areas of the communities. Where they are unique to many communities in Nova Scotia relates to the historical seigniorial system of subdivision evident in many Acadian communities. In these subdivisions each lot is typical very long and narrow such that each owner received a portion of the water front, a portion of the meadow and a portion of the highlands. This long narrow lot configuration combined with poor soil conditions often make it difficult to locate a traditional septic field on these properties. Also unique to these communities is their location on the world famous Cabot Trail. Close to half a million tourists travel this road each year. Their location on this premier tourist destination is clearly a concern given the magnitude of this problem.

Le Moine Development Association has been involved in seeking a solution to this problem for a number of years. In 1996 the Association commissioned Strait Engineering Limited to complete a Sewer Servicing Assessment of the St. Joseph Du Moine area. The conclusion of the study was that the communities could be serviced with a conventional sewer treatment facility for approximately \$2.9 to \$3.04 million dollars. While Wastewater Management Districts (WMD) were mentioned in the report they were not given much if any analysis. Recently therefore a Grand Étang and St. Joseph Du Moine Subcommittee was established to examine the possibility of the WMD option for this community. The Committee is comprised of members of the effected communities as well as receiving support from staff from Provincial Department of Environment, Service Nova Scotia and Municipal Relations, the Municipality of the County of Inverness and the Rural Cape Breton District Planning Commission.

3.5 Town of Port Hawkesbury Plan Review

Staff initiated the Town of Port Hawkesbury Plan Review this fiscal year. As a initial step, an analysis of the current Plan was undertaken in conjunction with three over-riding factors 1) To take into consideration changes that could result from the new highway by-pass (this includes the introduction of Planning principles and guidelines taken from the Environmental Design and Management Limited (EDM) study dated June 2002 which proposes a major shift in Planning for Port Hawkesbury.), the lack of available higher density lands within the Town, and any other outstanding changes as result of evolving conditions including a focus on housekeeping items.

Staff has recognized that one of the challenges facing this review process would be to establish a scope for the project given the aforementioned potential for a highway by-pass and the subsequent introduction of major planning “shifts” to Port Hawkesbury. As a result, staff believes that a limited scope, focusing on specific immediate demand items—in particular the redesignation and rezoning of lands to accommodate higher density developments—should be the focus of this current effort. It is staff’s position that the scope of the current review should appropriately be narrowed to the extent that it can be completed prior to 2005. Thus, a more comprehensive process with a greater scope can be justified and undertaken in 2009 at the time of the projected construction of the by-pass (keeping in mind that such a review would take a minimum of 2 years to complete, and perhaps somewhat longer in order to incorporate some for the more profound changes that will result at that time). In this way, resources can be allocated when the future review is most needed—instead of beginning in 2011 or 2012—two or three years post construction. .

On December 10, 2003 Staff met with the Port Hawkesbury Planning Advisory Committee to briefly outline and address the lack of higher density lands. At that time a number of development scenarios were discussed. It is staff’s opinion that the next meeting should appropriately be used to establish a scope for this project and then to proceed accordingly, thus staff are prepared to aid the committee in establishing a number of goals to provide a focus for this endeavour.

4.0 Amendments

4.1 Baddeck

4.1.1 Jason Lee

Staff has received a request to prepare a Development Agreement that would permit Mr. Jason Lee to operate a Chinese food restaurant with an adjoining residential unit at 120 Chebucto Street (old Margaree Road) in Baddeck. To date staff has met with Mr. Lee on a number of occasions to assist in revising his site plan to include additional mitigating measures. Given the location of the subject property within a residential neighbourhood, consideration has been given to issues such as noise, smell, garbage handling and outdoor garbage storage, lighting, privacy to adjoining neighbours, hours of operation and on site parking and traffic circulation. It has been decided that the proposal should attempt to introduce, to the extent possible, mitigation measures to offset negative impacts to the neighbours in close proximity. Discussion concerning these details remains ongoing.

Received: October 28, 2003



4.2 Chéticamp

4.2.1 Multiple Unit Dwelling for Seniors

The Rural Cape Breton District Planning Commission has received an application to rezone the rear portion of the subject property from Residential General (R-1) zone to Residential Multiple Family (R-3) zone. The subject lands are located immediately to the rear of the Catholic Church (15102 Cabot Trail) and east of the hospital,

in Cheticamp. The property is a level vacant site currently containing a ball field. The La Residence Acadienne Co-operative Limitee proposes to build a 20 unit multiple dwelling in the first phase and 20 additional apartments in the second phase at some future date.

Two processes were required for this Development to proceed; a Subdivision of the subject property and a concurrent Land Use By-law amendment. A number of complex legal, municipal and provincial issues required resolution during the course of this proposal, including the accessibility of potable water and the placement of a multi-party easement agreement to provide access to the site from the Cabot Trail over the Church property. After much negotiation between Provincial and Municipal Officials, and La Residence Acadienne Co-operative Limitee --it was ultimately decided that a number of on-site wells would be drilled to service the proposal. This option would entail satisfying engineering requirements for the quality and quantity of water from the wells. In addition however, the wells would also be required to be provincially certified (for wells intending to service a higher density multiple dwellings). The second prominent issue concerned the multi-party easement agreement. Through intensive negotiation, an agreement would eventually be reached satisfactory to all parties, however, at that time it was also decided that prior to establishing the new lot boundaries for the newly created lot to satisfy the subdivision process, final approval of the rezoning process would be required. At the Planning Advisory Committee on May 11th, 2004, the proposal received approval to proceed to the first reading of Council. At that time a formal Public Hearing date was set for June 3rd, 2004..

Received: December 18th, 2003

4.2.2 Joey Desveaux – Old Cabot Trail Variance

Mr. Desveaux erroneously poured a foundation for a Quonset hut on his property within 11 feet of the front property line and therefore was required to request a variance to allow for the building to be placed as proposed. After reviewing the request, the variance was granted to reduce the front yard from 25 feet to 11 feet. In staff's judgment the location of the building did not contravene the spirit of the Land Use By-law. Staff's decision was appealed to Council which heard the appeal Monday March 8, 2004 and after upheld the decision of staff.

Received: February 6, 2004.

4.4 Dundee

4.5.1 *Ballam's Point*

The Sporting Mountain Planning Area Municipal Planning Strategy and Land Use By-law were adopted by Municipal Council December 17, 1996. The plan was pre-determined by Richmond County Council to deal only with industrial development and specifically to address the concerns of the community regarding pollution emitting industries. Nevertheless in late October of 2003, District Planning Commission staff received three letters from land owners on the Ballams Point (Dundee Peninsula), Dundee asking that "...more restrictive zoning requirements be applied to the peninsula area of Dundee." Also staff were requested to target development restrictions such as to restrict any activities which would compromise the quiet enjoyment of these properties.

The Sporting Mountain Area Advisory Committee met April 15, 2004 to review three options presented by planning staff. The three options included zoning the peninsula area "Residential" resulting in the non-conforming use status for the Marina; zoning the Marina property "Commercial" and implementing expansion limitations for the Marina; or leaving the document unchanged. After discussing the various pros and cons of each option and visiting the Marina site, the Committee asked staff to bring back recommendations related to the middle option. At the Planning Advisory Committee on May 18th, 2004, the proposal received approval to proceed to the first reading of Council.

4.5 Inverness

4.5.1 *Brian Poirier --MacKenzie Avenue Variance*

Mr. Poirier proposed to place a mobile home on his property within 3 feet of the front property line and within 3 feet of the rear property line. After reviewing the request, the variance was granted to reduce the front yard from 20 feet to 3 feet and to reduce the rear yard from 25 feet to 3 feet to permit Mr. Poirier to locate the trailer on his lot. In staff's judgment the proposed location of the mobile home served to maintain the streetscape at this location. However, as a condition of approval, Mr. Poirier, was required to consolidate both of the 31 foot lots into one parcel to provide a lot frontage of approximately 62 feet.

Received: May 4, 2003.

4.6 Isle Madame

4.6.1 *Arichat Watershed Boundary Use Revisions*

With the use of newly refined mapping data, staff recently completed an analysis of the Arichat watershed boundary. The currently established watershed boundary was based on old mapping data that was somewhat imprecise. The new data allows staff to more effectively establish the watershed location in relation to existing contours. As a result, staff has determined that the existing watershed boundary for the Arichat Water supply requires certain revisions. In short, a number of permitted land uses located within close proximity to a newly established Boundary line are considered somewhat incapable with watershed protection. Staff has met with Mr. Darrin MacLean on a number of occasions over the past year to discuss revisions to the Arichat Watershed boundary. As a result, Mr. MacLean has formed and headed the Arichat Water Protection Committee to address a revision the watershed boundary. Initially it was thought that in addition a Municipal Planning Strategy amendment and Land Use By-law amendment, it would be appropriate to undertake Provincial designation of the water supply. To date, the committee has been occupied with identifying the more noxious sites in relation to the new boundary line and understanding the protocols for provincial designation in relation to the municipal processes required to change the boundary. Initially, it was intended that the Provincial and Municipal processes would coincide, thereby combining the required Public meetings to more efficiently satisfy the requirements of each of the processes. However, the provincial designation is far more involved and time consuming. In addition, it sets a far higher standard for approval. Therefore issues have arisen as to whether it would be prudent to address the Municipal process separately from the provincial designation. The process remains ongoing.

4.7 Port Hastings

4.7.1 *Frank MacNeil's zoning by-law amendment proposal*

The Planning Commission received a request to initiate the rezoning of a property located on the west side of the Charles McLean Road in the Town of Port Hastings, from Future Residential (R-2) to Residential Zone (R-1). Mr. Frank MacNeil is proposing to develop approximately 74 acres at this location. The first phase is intended to be 24 residential lots. An initial meeting was conducted with members of the Inverness Engineering Department and the department of the Environment after which it was concluded that the development was premature and therefore should be deferred until such time as then new waster water treatment plant would be constructed in Port Hastings.

Received: February 12th, 2002

4.7.2 *Ms. Carol McInnis – Mobile Homes*

The applicant, Ms Carol McInnis had requested that the Mobile Homes be removed from the list of permitted uses in the Residential One (R-1) zone in Port Hastings. She also requested that the definition be expanded and clarified. This change would necessitate an amendment to Mobile Homes references in the Port Hastings Municipal Planning Strategy and Land Use By-law. Further, a request has been made to amend the existing definition of Mobile Homes in the Land Use By-law to introduce a higher standard of structure in Port Hastings. While staff did not support the removal of the use from the Residential One (R-1) zone, the revision to the definition was considered to be appropriate in staff's opinion. Inverness County Council supported staff's recommendation to revise the definition of Mobile Homes in the Port Hastings Plan area. The text amendment to in the Port Hastings Municipal Planning Strategy and Land Use By-law received approved at the February 3rd, 2003 meeting of the Planning Advisory Committee and received final approval at the January 5th, 2004 meeting of Inverness County Council..

Received: June 11th, 2003.

4.8 Port Hawkesbury

4.8.1 *John Mansley—Multiple Dwelling*

An application received from Mr. John Mansley requested a zoning by-law amendment from Residential Two Unit (R-2) zone to Residential Multiple Unit (R-3) zone to permit a six unit multiple

dwelling at 619 Queen Street. At this time staff determined that the existing lot frontage of 97.37 feet was somewhat below the R3 limit of 100.0 feet as set out in the Port Hawkesbury Land Use By-law. As a result, the applicant could not proceed with the rezoning application until the variance was approved. The variance was approved at the staff level as it was believed that the difference between the by-law standard and the actual frontage was considered minor. Staff then sent out a circulation to neighbours within 30 metres of the subject property informing them that they would have the opportunity to comment on staff's decision by way of an appeal. An appeal was received and Council heard from local residents before deciding to approve the variance. As the variance was approved, the rezoning process could then proceed. At the May 20th meeting of the Port Hawkesbury PAC, the application was approved to go forward for first reading in accordance with staff's recommendation. At this time the applicant was informed that it would be advisable to produce a proper site plan and some architectural drawings of his proposal to present to the neighbours in the area. The applicant has since requested that the application sit in abeyance until he can further consider all his options. The application in its current form is still awaiting the first reading of Council.

Received: January 21, 2004

4.9 Port Hood

4.9.1 *Max Gantner--Pinocchio Restaurant (Appeal)*

On Wednesday September 10th, 2003, Mr. Max Gantner, appeared before Inverness PAC to appeal staff's refusal to recommend a Municipal Planning Strategy and Land Use By-law amendments for the property which contains the Pinocchio Restaurant and Pizzeria in Port Hood. Staff has previously indicated that the proposal should not be supported as a residential use in the middle of commercial core. In discussions with Mr. Gantner it was made clear that the PAC was interested in achieving some form of resolution that at once did not contradict the intent of the Port Hood Municipal Planning Strategy but that could provide Mr. Gantner with a development he would find favourable. It was suggested that Mr. Gantner consider a Commercial/Residential mixed use development. Mr. Gantner indicated that he considered this a viable alternative. Staff awaits the opportunity to deal with the matter further once Mr. Gantner has decided on an appropriate development scheme for the subject property.

4.9 Port Hood (Continued)

4.9.2 Port Hood Arena

Mr. Joe Morris has initiated a request to the Rural Cape Breton District Planning Commission to change the municipal plan policy and land use by-law to permit the Arena to operate as a licensed facility. The change was intended to simplify the process whereby the Arena could operate special events without the continuing need to apply for frequent special event permits for the purposes of serving alcoholic beverages. However, as part of the analysis and review of the proposal, it was discovered that the arena has an outstanding requirement to assemble the lots of land that are now separate to satisfy a structural engineering report pertaining to distance separation for fire protection between the existing structure and any future development. The matter was to sit in abeyance until this outstanding issue were resolved. In March of 2004 Mr. Morris contacted staff indicated that the outstanding issues had been addressed. He then requested that the file be reopened and that the matter proceed. Staff has had several meeting with Mr. Morris since that time attempting to resolve the scope of the application and the on site parking issues.

File Reopened: March 2004

4.10 Richmond County

4.10.1 Travel Trailers

A letter written to Mr. Louis Digout from Mr. Michel Samson, MLA for Richmond County was forwarded to staff with a written request for a review of the process by which the Commission currently requires Qualified Person's reports prior to the issuance of Building permits for the placement of Travel Trailers in rural locations in Richmond County. Staff has undertaken and was prepared to present a report to the October Planning Advisory Committee (PAC) meeting. However, at that time new information altered staff's recommendation of the report. At the September 16, 2003, PAC meeting it was decided that the existing procedure regarding the treatment of Travel Trailers in the County of Richmond should remain in place with no changes and the file was closed.

4.11 St. Peters

4.11.1 Blair Stone -- Mixed Use Commercial on Grenville Street

An application was made by Blair Stone of C & M Rentals to amend the St. Peter's Land Use By-law by rezoning the subject property from Village Residential (R-1) zone to Mixed Use (C-2) zone to permit a Mixed Use development on Granville Street. A six-unit building containing three residential units above three commercial units has been proposed for the subject property. A number of issues arose concerning the application including the access to the property and the proximity of the neighbouring residential building to the east. The development will take advantage of two accesses, one from Deny's Street will service the residential portion of the development, while the commercial traffic will access the site from Granville Street. Access from Granville will require that the front retaining wall will be removed. Mr. Stone will be able to obtain an access permit from the Department of Transportation for this purpose. In addition, Stone has agreed to consult with the neighbouring property owner to come to an agreement on some form of buffer should the neighbour so desire it. The St. Peter's AAC approved the proposal on Feb 17, 2004. Council ultimately approved the proposal on 13 April 2004.

Received: October 31, 2003

4.11.2 Richmond Housing Corporation – Richmond Villa

Staff received a request to amend the St. Peter's Land Use By-law to rezone a portion of the "Senior's Ball field" from Open Space to Residential One zone to accommodate a Nursing Home (the Richmond Villa). Staff conducted the initial circulation of the proposal to various agencies for comments. Given the multi-jurisdictional nature of the proposal, including stakeholders at the Provincial and Municipal levels, a number of regulatory issues arose during the circulation process. In attempting to resolve provincial protocols and municipal regulations it has been decided that the proposal would be better managed, at least initially, at the Provincial level. Therefore the application now sits in abeyance until further notice.

Received: October 23, 2003

Development Control

5.1 Inverness County

5.1.1 Building Permits (April 1, 2003 - March 31, 2004)

| | Permits | Value |
|--|------------|---------------------|
| Residential Buildings | | |
| New | 59 | \$7,563,000 |
| Mobile Homes | 31 | \$1,029,500 |
| Cottages | 21 | \$583,500 |
| Additions, Alterations and Renovations | 76 | \$1,435,000 |
| Garages and Accessory Buildings | 56 | \$530,000 |
| Multiple Units | 0 | \$0 |
| | <u>243</u> | <u>\$11,141,000</u> |
| Commercial and Industrial Buildings | | |
| New | 7 | \$1,803,000 |
| Additions and Alterations | 30 | \$476,000 |
| | <u>37</u> | <u>\$2,279,000</u> |
| Institutional Buildings | | |
| New | 0 | \$0 |
| Additions and Alterations | 6 | \$382,000 |
| | <u>6</u> | <u>\$382,000</u> |
| Other | <u>4</u> | <u>\$63,000</u> |
| Total | 290 | \$13,865,000 |

5.1.2 Subdivision Activity (April 1, 2003 - March 31, 2004)

| | Applications | Lots | Fees |
|------------------|--------------|------------|-----------------|
| Final Plan | 85 | 152 | \$17,000 |
| Extra Lots | n/a | 0 | \$0 |
| Tentative Plan | 1 | 15 | \$50 |
| Preliminary Plan | 0 | 0 | \$0 |
| | <u>86</u> | <u>167</u> | <u>\$17,050</u> |

5. Development Control (Continued)

5.2 Richmond County

5.2.1 Building Permits (April 1, 2003 - March 31, 2004)

| | Permits | Value |
|--|------------|---------------------|
| Residential Buildings | | |
| New | 27 | \$3,437,600 |
| Mobile Homes | 24 | \$871,000 |
| Cottages | 10 | \$970,500 |
| Additions, Alterations and Renovations | 80 | \$1,246,397 |
| Garages and Accessory Buildings | 60 | \$532,100 |
| Multiple Units | 0 | \$0 |
| | 201 | \$7,057,597 |
| Commercial and Industrial Buildings | | |
| New | 6 | \$9,207,760 |
| Additions and Alterations | 13 | \$494,978 |
| | 19 | \$9,702,738 |
| Institutional Buildings | | |
| New | 0 | \$0 |
| Additions and Alterations | 3 | \$45,000 |
| | 3 | \$45,000 |
| Other | - | \$0 |
| Total | 223 | \$16,805,335 |

5.2.2 Subdivision Activity (April 1, 2003 - March 31, 2004)

| | Applications | Lots | Fees |
|------------------|--------------|------|------------|
| Final Plan | 40 | 71 | \$8,000.00 |
| Extra Lots | n/a | 24 | \$600.00 |
| Tentative Plan | 0 | 0 | \$0.00 |
| Preliminary Plan | 1 | 14 | \$50.00 |
| | 41 | 109 | \$8,650.00 |

5. Development Control (Continued)**5.3 Victoria County****5.3.1 Building Permits (April 1, 2003 - March 31, 2004)**

| | Permits | Value |
|--|------------|--------------------|
| Residential Buildings | | |
| New | 35 | \$3,824,000 |
| Mobile Homes | 15 | \$527,000 |
| Multiple Units | 0 | \$0 |
| Cottages | 19 | \$631,000 |
| Additions, Alterations and Renovations | 61 | \$1,034,400 |
| Garages and Accessory Buildings | 49 | \$637,700 |
| | <u>179</u> | <u>\$6,654,100</u> |
| Commercial and Industrial Buildings | | |
| New | 11 | \$777,000 |
| Additions and Alterations | 20 | \$715,000 |
| | <u>31</u> | <u>\$1,492,000</u> |
| Institutional Buildings | | |
| New | 1 | \$40,000 |
| Additions and Alterations | 3 | \$125,000 |
| | <u>4</u> | <u>\$165,000</u> |
| Other | <u>2</u> | <u>\$10,000</u> |
| Total | 216 | \$8,321,100 |

5.3.2 Subdivision Activity (April 1, 2003 - March 31, 2004)

| | Applications | Lots | Fees |
|------------------|--------------|-----------|----------------|
| Final Plan | 43 | 79 | \$8,600 |
| Extra Lots | n/a | 8 | \$200 |
| Tentative Plan | 0 | 0 | \$0 |
| Preliminary Plan | 0 | 0 | \$0 |
| | <u>43</u> | <u>87</u> | <u>\$8,800</u> |

5. Development Control (Continued)

5.4 Port Hawkesbury

5.4.1 Building Permits (April 1, 2003 - March 31, 2004)

| | Permits | Value |
|--|-----------|---------------------|
| Residential Buildings | | |
| New | 5 | \$705,000 |
| Mobile Homes | 9 | \$470,928 |
| Cottages | 0 | \$0 |
| Additions, Alterations and Renovations | 12 | \$196,000 |
| Garages and Accessory Buildings | 9 | \$43,000 |
| | 35 | \$1,414,928 |
| Commercial and Industrial Buildings | | |
| New | 0 | \$0 |
| Additions and Alterations | 15 | \$1,833,347 |
| Other | 0 | \$0 |
| | 15 | \$1,833,347 |
| Institutional Buildings | | |
| New | 1 | \$12,400,000 |
| Additions and Alterations | 0 | \$0 |
| | 1 | \$12,400,000 |
| Other | 0 | \$0 |
| Total | 51 | \$15,648,275 |

5.4.2 Subdivision Activity (April 1, 2003 - March 31, 2004)

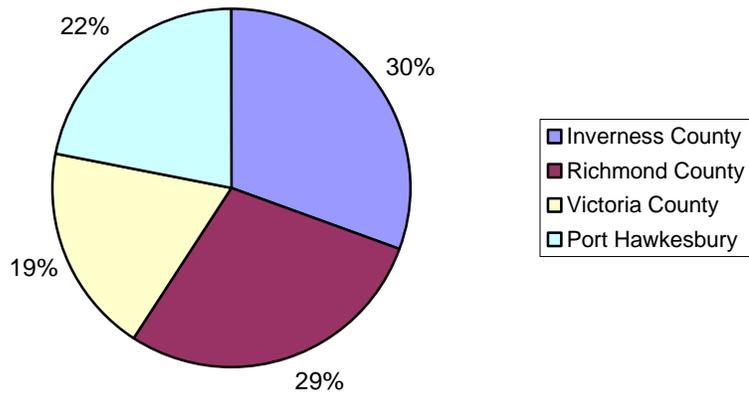
| | Applications | Lots | Fees |
|------------------|--------------|------|-------|
| Final Plan | 4 | 10 | \$800 |
| Extra Lots | n/a | 0 | \$0 |
| Tentative Plan | 0 | 0 | \$0 |
| Preliminary Plan | 0 | 0 | \$0 |
| | 4 | 10 | \$800 |

5. Development Control (Continued)

5.5 Development Summary

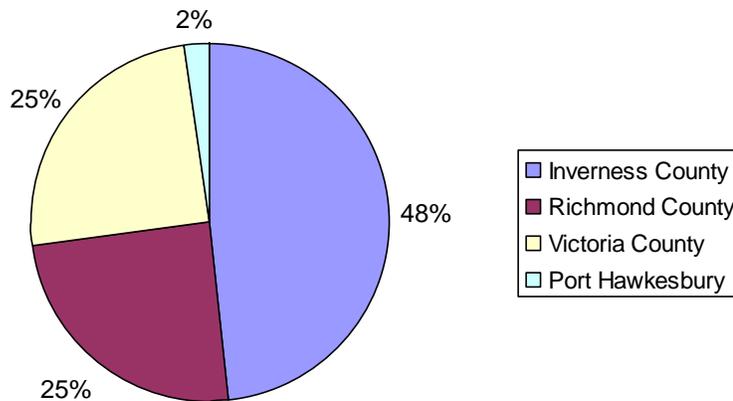
5.5.1 Building Permits (April 1, 2003 - March 31, 2004)

| | Port Hawkesbury | Inverness | Richmond | Victoria |
|--------------------|-----------------|--------------|--------------|-------------|
| Construction Value | \$15,648,275 | \$13,865,000 | \$16,805,335 | \$8,321,100 |
| Fees (See Chart) | \$29,154 | \$41,343 | \$38,492 | \$25,344 |
| Permits Issued | 51 | 290 | 223 | 216 |



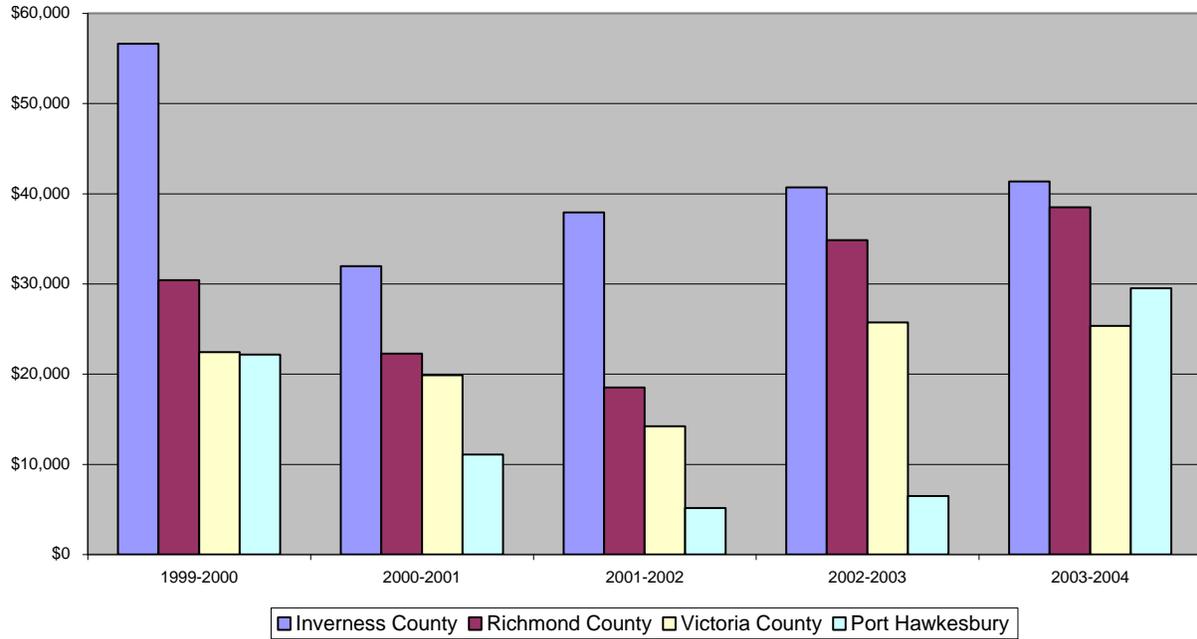
5.5.2 Subdivision Activity (April 1, 2003 - March 31, 2004)

| | Port Hawkesbury | Inverness | Richmond | Victoria |
|------------------------------------|-----------------|-----------|----------|----------|
| Final and Tentative Plans | 2 | 80 | 48 | 44 |
| Proposed Final Lots | 2 | 169 | 134 | 101 |
| Total Subdivision Fees (See Chart) | \$400 | \$15,900 | \$9,275 | \$8,750 |

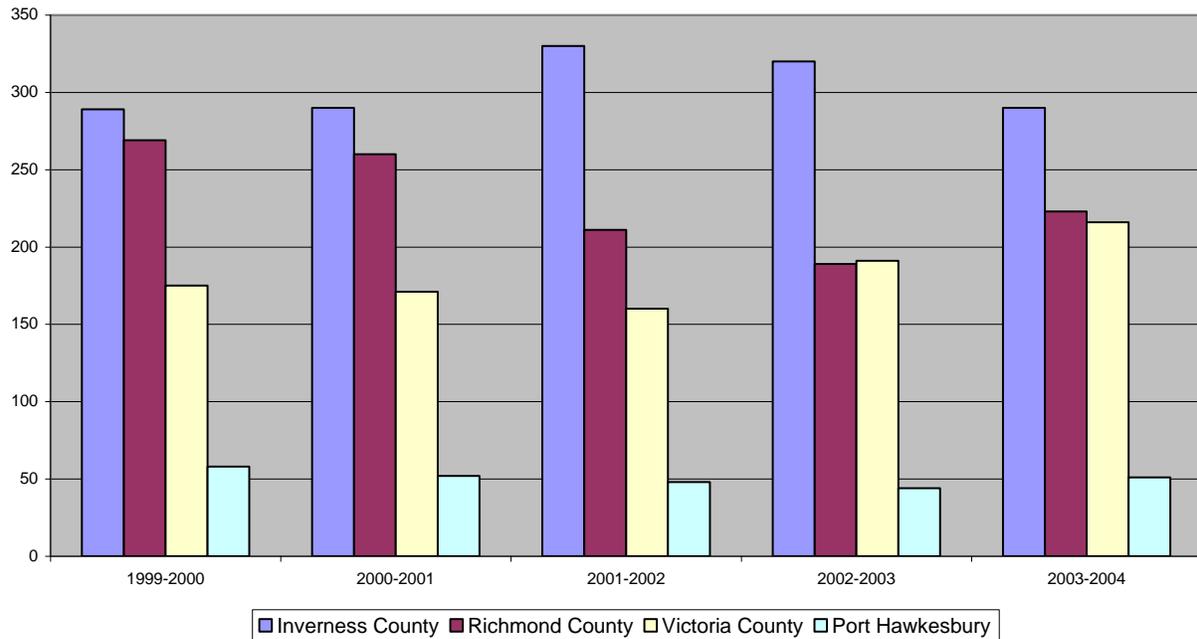


5. Development Control (Continued)

5.5.3 Figure 1: Building Permit Revenues 1999 - 2004

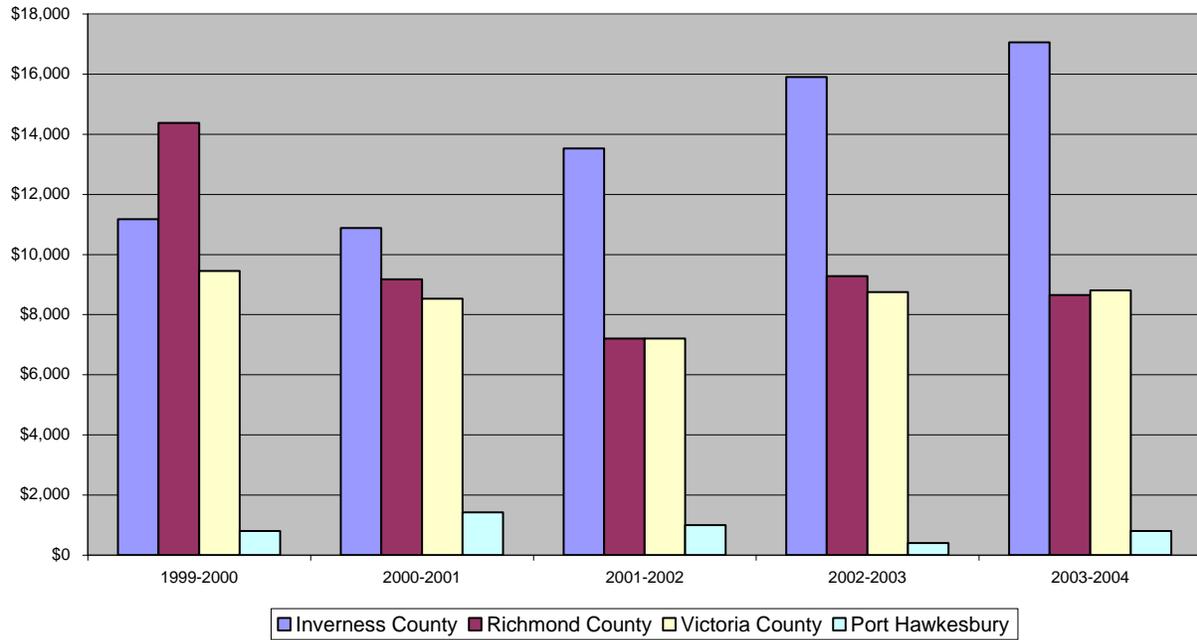


5.5.4 Figure 2: Number of Building Permits 1999 - 2004

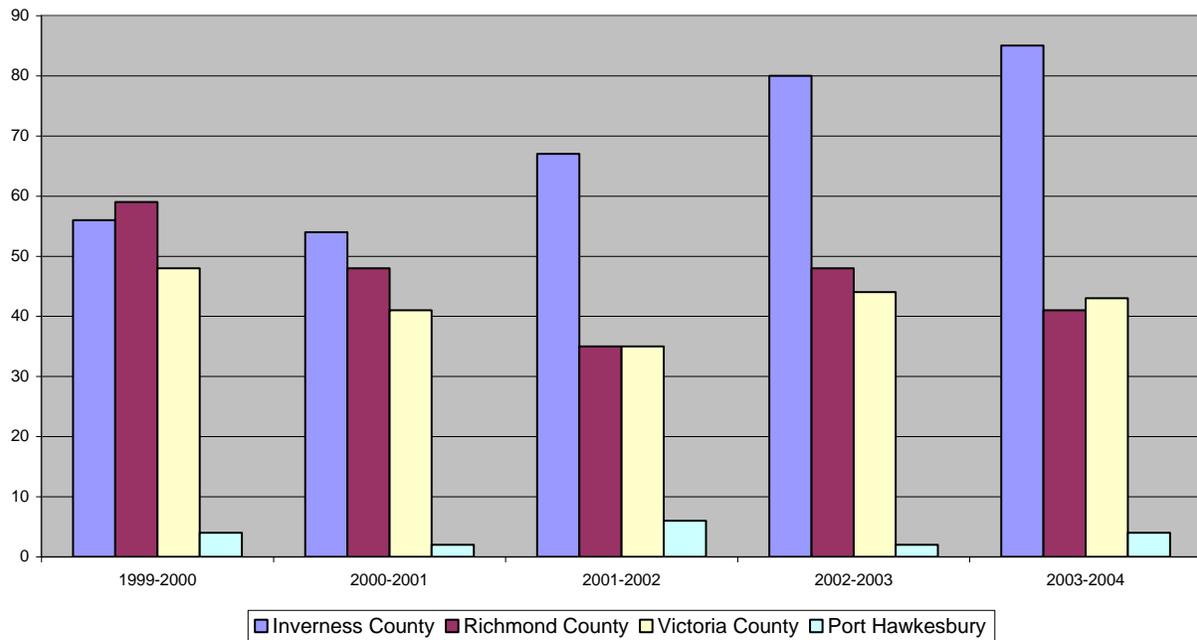


5. Development Control (Continued)

5.5.5 Figure 3: Subdivision Fee Revenues 1999 - 2004



5.5.6 Figure 4: Subdivision Applications 1999 - 2004



6. Other Related Activities:

6.1 Fire Inspections

With the proclamation of Bill 101 (Fire Safety Act) it's now the responsibility of the Municipal Government to provide for systems of inspection on all occupancy classification define to us in the Fire Safety Act Regulations. Since last fall our fire inspector's responsibilities have been to move forward in order to provide this essential and important service. The main focal point as been assembly buildings (Group "A") in which alcoholic beverages are served and which require fire alarm, followed by buildings in which alcoholic beverages are not served and which require a fire alarm, and when time allows all other Group "A" assembly occupancy which do not require fire alarm in accordance with the Building Code.

A number of inspections have been carried out on residential occupancies (Group "C") buildings, and also under Section 14 of the regulations; we must also provide for a system of inspections on all Group "D, E, and F" occupancy classification buildings. We are hoping to address these during the coming years.

We have found that the fire inspection program has been generally accepted by most with very little resistance or controversy. Most people understand the importance of having buildings brought up to a minimum acceptable fire safety standard.

Training has been on going during the past year and will continue this year; giving our inspector the opportunity to keep working towards full certification as a Municipal Fire Inspector.

Fire inspection is an essential part of fire prevention and fire prevention is our objective.

6.2 E-911 Civic Addressing

We are continuing to issue new civic address as well as assisting in the correction existing mistakes. The E-911 database has been modified to include Property Identifiers (PID) and the Modified dates of records. These two sources of information act as a basis for notifying several key agencies requiring civic addressing information and to help in the creation of a digital geo-referenced civic address file. During the past year, the RCBDDPC has been working in cooperation with the Province of Nova Scotia, Canada Post and other agencies to maintain and improve the current 911 emergency service.

Over the past year, the Commission has issued 254 new civic numbers in The Town of Port Hawkesbury, Inverness, Richmond and Victoria Counties. In addition, 1043 roads were edited in our Master Street Address Guide (MSAG). This includes road name and range changes.

In The Town of Port Hawkesbury there was a total of 12 civic numbers issued. This is an increase from 2002-2003. The majority of new numbers were issued in the month of February.

In The Municipality of the County of Inverness there was a total of 111 civic numbers issued. This is an increase from 2002-2003. The majority of new numbers were issued in the month of July and the least number in February.

In The Municipality of the County of Richmond there was a total of 64 civic numbers issued. This is an increase from 2002-2003. The majority of new numbers were issued in the month of July and the least number in April.

In The Municipality of the County of Victoria there was a total of 67 civic numbers issued. This is an increase from 2002-2003. The majority of new numbers were issued in the month of July and the least number in February.

6.3 Assisting the Province of Nova Scotia with the Nova Scotia Civic Address File.

The Commission made a commitment in 2000 to work in cooperation with the Province of Nova Scotia to create the province wide Nova Scotia Civic Address File (NSCAF). The NSCAF is essentially a computerized map that will pinpoint the location of roads, homes, business and other facilities across our region. The Civic Address Project includes several stakeholders, including: Service Nova Scotia and Municipal Relations, the Department of Transportation and Public Works, Emergency Health Services, Emergency Measures Organization, The Nova Scotia Electoral Office and all Municipalities in the Province.

Over the past year, we have continued to help enhance the NSCAF. The majority of the work was editing and correcting digital data captured last year. In addition, we made significant changes to the MSAG. This included mostly road range and community name changes. These changes were a

result of new community boundaries delineated in 2000. This information is now available on a web site for editing and browsing.

The Commission is committed to continue working with the Province to upgrade the NSCAF ensuring the 911 system remains state-of-the-art.

6.4 Civic Address Notification Program

Over the past year, the Commission has continued to communicate civic address changes between various Departments and organization. The Civic Address Notification program has proven to be a huge success.

The program was implemented in 2001. It was intended to improve accuracy of the E-911 system and to ensure there is one known civic address being used for each resident in Rural Cape Breton.

When a new road, address, or road name change occurred, a letter was sent immediately to the resident, EMO, the local Fire Department and the RCMP detachment in that area. Once a month a complete list of database activities were reported to several agencies. These included: Emergency Health Services, the Department of Transportation and Public Works, Canada Post, Elections Canada, Nova Scotia Power and the Land Information Centres.

In addition, when a change occurred to our Master Street Address Guide, we used our web site to post the change and a map of the area. This proved to be very effective when locating the roads in question.

As a result, we have noticed a major decline in number of inquiries from various Departments and agencies. For example, the Emergency Measures Organization rarely calls to confirm locations of roads and other changes. This has allowed the Civic Address Coordinator to focus on other tasks.

6.5 RCMP Boundary Delineation

During the past year, significant changes were made to the Inverness County RCMP detachment boundaries. Staff worked closely with the RCMP District Commander to ensure the project was a success. The Commission played a vital role in delineating new detachment boundaries for several offices including: Inverness, Port Hawkesbury, Waycobah and Chéticamp.

6.6 Web Page Enhancements

The Commission continues to change, upgrade and improve the state of its web-site. Changes to web page content, interactive Zoning maps, and other map products continues to be the Commissions main focus in maintaining the site.

6.7 Hard Copy Map Products

During the past year, the Commission provided high quality hard copy map products to its clients. For a reasonable fee, citizens were able to contact the office and purchase maps. This has proven to be very successful with over \$6,842.12 worth of revenues generated. The majority sales were to citizens, however, most of the revenues came from sales to the Provincial and Federal Government, and businesses throughout the area.

The Commission has worked hard to generate new hard copy mapping products. Custom mapping work has increased significantly and has generated significant revenues. Compared to 2002-2003 we have increased our revenues.

6.8 Summer Student Work:

In the Summer of 2003, District Planning hired Erin Duke for a 16 week position. Throughout the summer she was able to perform a number of significant tasks which included among other things; Creating Zoning and Generalized Future Land Use Maps for Urban centers; Creating a web page with Fire, Police and Electoral boundary maps and updated contact information; Creating subdivision application, building inspection, and civic address information form, in the portable document format (.pdf) to be posted on website; Creating graphic layout for The Inverness Municipal Planning Strategy and Land Use By-Law; and Updating the Master Street Address Guide for the Municipalities of Inverness, Victoria, Richmond and the Town of Port Hawkesbury. This included correcting road ranges reflecting recent community boundary and name changes. In addition to the deletion and changing of road names.

Erin had the opportunity to see how a planning office functioned. In addition, she learned new software, programming languages and acquired valuable skills. As a result, Erin's employment with the Commission was an excellent experience.

Appendix A. 2004 - 2005 Operating Estimates

Operating Estimates
Rural Cape Breton District Planning Commission
2004 - 2005

| | 2004-05 |
|--------------------------------|------------------------------|
| Staff | |
| Wages | \$380,565 |
| UIC, CPP, Group Insurance | \$36,430 |
| Pension Plan | \$19,028 |
| Membership Dues and Fees | \$2,500 |
| | <hr/> \$438,523 <hr/> |
| Administrative Overhead | |
| Advertising | \$1,000 |
| Bank Charges | \$2,000 |
| Insurance | \$15,000 |
| Library | \$2,500 |
| Misc. Operating Costs | \$1,000 |
| Office Rent | \$23,698 |
| Office Supplies | \$3,500 |
| Computers | \$3,000 |
| Photocopying | \$2,500 |
| Postage | \$4,500 |
| Telephone and Fax | \$10,000 |
| | <hr/> \$68,698 <hr/> |
| Travel and Training | |
| Mileage Compensation | \$42,000 |
| Conference Fees and Expenses | \$12,000 |
| | <hr/> \$54,000 <hr/> |
| Additional Fees | |
| Legal | \$1,000 |
| Auditor | \$3,000 |
| Technical and Mapping | \$4,000 |
| Commission Expenses | \$3,000 |
| | <hr/> \$11,000 <hr/> |
| TOTAL | <hr/> \$572,221 <hr/> |

Operating Estimates 2004 - 2005
continued: Page 2

| 2004-05 | |
|----------------------------|------------------|
| | \$572,221 |
| Building Permits | |
| Building Permits Fees | (\$105,000) |
| Subdivision Fees | (\$35,000) |
| Miscellaneous Revenues | (\$4,000) |
| Map Revenues | (\$4,000) |
| E-911 Funding | (\$11,000) |
| Net Budget | \$413,221 |
| Total Contributions | |
| Inverness County | \$121,465 |
| Richmond County | \$150,361 |
| Victoria County | \$89,700 |
| Port Hawkesbury | \$51,695 |
| Total | \$413,221 |

Uniform Assessment Sharing Base (04-05)

| Municipality | Assessment | Percentage |
|---------------------|------------------------|-------------------|
| Inverness | \$568,774,359 | 30.80% |
| Richmond | \$739,151,645 | 40.02% |
| Victoria | \$381,482,395 | 20.66% |
| Hawkesbury | \$157,397,023 | 8.52% |
| | \$1,846,805,422 | 100.00% |

Appendix B. Ministerial Order

ORDER TO RESCIND AND REPLACE PREVIOUS MINISTERIAL ORDERS

WITH RESPECT TO THE

INVERNESS RICHMOND DISTRICT PLANNING COMMISSION

AND TO ESTABLISH THE

RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

WHEREAS the Inverness Richmond District Planning Commission was established by Order of the Minister of Municipal Affairs dated July 18, 1991;

AND WHEREAS by Order dated March 24, 1993 the Minister of Municipal Affairs, with the approval of all participating municipalities and upon the request of the Town of Port Hawkesbury, rescinded and replaced the previous Order of the Minister of Municipal Affairs by making the Town of Port Hawkesbury a participating municipality in the Inverness Richmond District Planning Commission, effective April 1, 1993;

AND WHEREAS, with the approval of all participating municipalities and upon the request of the Municipality of the County of Victoria, the Municipality of the County of Victoria is to be made a participating municipality in the District Planning Commission effective April 1, 1995 upon certain terms and conditions, effective April 1, 1995;

AND WHEREAS the following Order is intended to rescind and replace the Order of the Minister of Municipal Affairs dated March 24, 1993;

NOW THEREFORE under the authority of the *Planning Act*, Revised Statutes of Nova Scotia 1989, c.346, as amended, Section 16, and by all other authority vested in the Minister of Municipal Affairs, the Rural Cape Breton District Planning Commission is hereby established in accordance with the following terms and conditions:

1. In this Order:
 - (a) "Commission" means the Rural Cape Breton District Planning Commission;
 - (b) "Minister" means the Minister of Municipal Affairs;
 - (c) "Participating municipality" means the Municipality of the County of Inverness, the Municipality of the County of Richmond, the Municipality of the County of Victoria, and the Town of Port Hawkesbury; and
 - (d) "District" means the geographical areas of the Municipality of the County of Inverness, including the Town of Port Hawkesbury, the Municipality of the County of Richmond, and the Municipality of the County of Victoria.
2. There shall be a Commission which shall be called the Rural Cape Breton District Planning Commission.

3. The area with respect to which the Commission shall exercise its powers is the District.
4. The municipalities to be represented on the Commission are the Municipality of the County of Inverness, the Municipality of the County of Richmond, the Municipality of the County of Victoria, and the Town of Port Hawkesbury.
5. The Commission shall consist of 8 members as follows:
 - (a) 2 members to be appointed by the Municipal Council of the County of Inverness;
 - (b) 2 members to be appointed by the Municipal Council of the County of Richmond;
 - (c) 2 members to be appointed by the Municipal Council of the County of Victoria; and
 - (d) 2 members to be appointed by the Town Council of the Town of Port Hawkesbury.
6.
 - (1) Each participating municipality shall be entitled to appoint one person as an alternate member of the Commission who, in the absence of the regular member appointed by that municipality, shall be entitled to exercise all of the powers, privileges and responsibilities of the regular member for whom the person is alternate.
 - (2) Each participating municipality shall advise the Commission of the names of all regular and alternate members appointed by that participating municipality as soon as possible after their appointments.
 - (3) All regular and alternate members of the Commission shall be members of a Municipal Council and shall hold office subject to the provisions of subsection 17(2) and (3) of the *Planning Act*.
7. Each member of the Commission regular and alternate, shall hold office for a term of one year from their effective date of that member's appointment or until a successor is appointed.
8.
 - (1) At the first meeting of the Commission after each participating municipality has appointed regular members, the Commission shall elect a Chairperson from amongst its members.
 - (2) Thereafter, the chairmanship of the Commission shall alternate annually among the participating municipalities.
9. The Commission shall elect a Vice-Chairperson in the same manner, for the same term and at the same meeting as the Chairperson, who shall perform the functions of the Chairperson in the absence of the Chairperson.
10.
 - (1) The Commission shall appoint a Secretary-Treasurer from the staff of one of the participating municipalities who, with the consent of the employer municipality, shall hold office until a successor is appointed.
 - (2) The Secretary-Treasurer shall not be a member of the Commission or have a vote at any Commission meeting.
11. There shall be at least four meetings of the Commission per annum to be held quarterly, one of which shall be the annual meeting; and such other meetings as may be called from time to time by the Chairperson or by any two members of the Commission.
12. Five members of the Commission shall constitute a quorum.

13. Each member shall be entitled to one vote on any voting matter of the Commission.
14. A passing vote shall be a majority of votes at a properly constituted meeting where the majority vote includes a vote cast by a representative of each of the participating municipalities.
15. The Chairperson shall be entitled to vote on all questions arising before the Commission, however should the Chairperson not vote at the time of the call for the question the Chairperson's vote shall be lost.
16.
 - (1) Unless the participating municipalities otherwise agree, the proportion in which each participating municipality shall contribute to provide the funds required to meet expenses of the Commission shall be at a fixed base rate with the remainder of the budget contributed to in the same proportion as their respective contributions to other objects of joint expenditure for their joint benefit and the operations of the Commission shall be deemed to be an object of joint expenditure by the participating municipalities.
 - (2) Notwithstanding Subsection (1) the Municipality of the County of Victoria shall not make any payment to the Commission representing a proportional share of capital assets acquired by the Commission between September 1, 1991 and March 31, 1995 inclusive, and further the Municipality of the County of Victoria shall not have any claim to these assets in the case where the Commission is dissolved according to Section 27(2) of the *Planning Act*.
17.
 - (1) The Commission shall provide building inspection services to the participating municipalities in return for which each of the participating municipalities shall pay to the Commission, in addition to their regular contributions pursuant to Section 16., the amounts received from fees charged for building permits.
 - (2) In the event that a participating municipality does not charge fees for building permits at least equal to the Commission's prescribed scale of fees, that participating municipality shall pay to the Commission, in addition to its regular contribution pursuant to Section 16., an amount equal to the building permit fees that would have been receivable had such participating municipality charged fees based on the Commission's scale of fees.
 - (3) The Commission shall staff three sub-offices, one in Inverness County, one in Richmond County and one in Victoria County, for the purpose of providing building inspection services.
18.
 - (1) The Commission shall provide subdivision services to the participating municipalities in return for which each of the participating municipalities shall pay to the Commission, in addition to their regular contributions pursuant to Section 16., the amounts received from fees charged for subdivision applications.
 - (2) In the event that a participating municipality does not charge fees for subdivision applications at least equal to the Commission's prescribed scale of fees, that participating municipality shall pay to the Commission, in addition to its regular contribution pursuant to Section 16., an amount equal to the subdivision application fees that would have been receivable had such participating municipality charged fees based on the Commission's scale of fees.

19. The participating municipalities shall each pay their respective contributions, required to be paid pursuant to Sections 16, 17 and 18, to the Commission in twelve equal monthly installments, on the first day of each month, in advance, commencing on a date to be determined by the Commission and continuing on the first day of each month thereafter throughout the year and every year thereafter.
20. This Order shall have effect on, from and after April 1, 1995.
21. The Order of the Minister of Municipal Affairs dated March 24, 1993 establishing the Inverness Richmond District Planning Commission with three participating municipalities, namely, the Municipality of the County of Inverness, the Municipality of the County of Richmond and the Town of Port Hawkesbury is rescinded effective immediately before the coming into effect of this Order.

Dated at Halifax, Province of Nova Scotia, July 4, 1995

Original signed by the
Honourable Sandra Jolly
Minister of Municipal Affairs

Appendix C. Auditors Report

Grant Thornton LLP
Chartered Accountants
Management Consultants

Auditors' Report

To the Chairperson and Members of
Rural Cape Breton District Planning Commission

We have audited the statement of financial position of the **Rural Cape Breton District Planning Commission** as at March 31, 2004, and statements of financial activities, changes in fund balances, investment in capital assets, and changes in financial position for the year then ended. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. These standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Rural Cape Breton District Planning Commission as at March 31, 2004, and the results of its operations for the year then ended in accordance with the accounting principles disclosed in note 2 to the financial statements.

The 2003 comparative figures were reported on by another auditor.

Port Hawkesbury, Nova Scotia
April 26, 2004

Grant Thornton LLP

Registered Municipal Auditor

301 Pitt Street – Unit 2
Port Hawkesbury, Nova Scotia
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Rural Cape Breton District Planning Commission

Statement of Financial Activities

Year Ended March 31

2004

2003

| | <u>Budget</u> | <u>Actual</u> | <u>Actual</u> |
|---|-------------------------------|-----------------------------|------------------|
| Revenue | | | |
| Municipality of the County of Inverness | \$ 117,305 | \$ 114,928 | \$ 118,511 |
| Municipality of the County of Richmond | 149,251 | 150,874 | 143,859 |
| Municipality of the County of Victoria | 88,954 | 89,285 | 87,116 |
| Town of Port Hawkesbury | 50,681 | 51,104 | 49,130 |
| Building permit fees | 100,000 | 134,333 | 111,207 |
| Subdivision fees | 30,000 | 35,300 | 34,325 |
| Miscellaneous | 5,000 | 10,000 | 6,155 |
| E-911 funding | <u>10,000</u> | <u>11,342</u> | <u>11,397</u> |
| | <u>551,191</u> | <u>597,166</u> | <u>561,700</u> |
| Expenditure | | | |
| Administrative (Page 7) | 528,167 | 527,882 | 482,393 |
| Occupancy (Page 7) | 23,024 | 24,482 | 23,105 |
| Prepays | | | 455 |
| Capital expenditures | <u> </u> | <u>17,209</u> | <u>6,294</u> |
| | <u>551,191</u> | <u>569,573</u> | <u>512,247</u> |
| Net revenue | | 27,593 | 49,453 |
| Prepays | <u> </u> | <u> </u> | <u>455</u> |
| Change in fund balance | <u>\$ </u> | <u>\$ 27,593</u> | <u>\$ 49,908</u> |

See accompanying notes to the financial statements.

Rural Cape Breton District Planning Commission

Statement of Financial Position

March 31

2004

2003

Financial assets

| | | |
|-------------|---------------|---------------|
| Cash | \$ 38,573 | \$ 18,314 |
| Receivables | <u>25,774</u> | <u>16,287</u> |
| | 64,347 | 34,601 |

Liabilities

| | | |
|-----------------------|---------------|---------------|
| Payables and accruals | <u>12,492</u> | <u>10,339</u> |
|-----------------------|---------------|---------------|

Net financial assets

| | |
|---------------|---------------|
| <u>51,855</u> | <u>24,262</u> |
|---------------|---------------|

Non-financial assets

Capital assets, at cost

| | | |
|--------------------|--------------|--------------|
| Office furniture | 52,857 | 47,150 |
| Computer equipment | 35,098 | 23,596 |
| Library | 12,037 | 12,037 |
| Maps | <u>5,762</u> | <u>5,762</u> |
| | 105,754 | 88,545 |

| | | |
|---------|----------------|---------------|
| Prepays | <u>1,896</u> | <u>1,896</u> |
| | <u>107,650</u> | <u>90,441</u> |

| | | |
|-------------------|--------------------------|--------------------------|
| Net assets | <u>\$ 159,505</u> | <u>\$ 114,703</u> |
|-------------------|--------------------------|--------------------------|

| | | |
|------------------------|-----------|-----------|
| Fund balances (Page 5) | \$ 53,751 | \$ 26,158 |
|------------------------|-----------|-----------|

| | | |
|---------------------------------------|----------------|---------------|
| Investment in capital assets (Page 6) | <u>105,754</u> | <u>88,545</u> |
|---------------------------------------|----------------|---------------|

| | | |
|-------------------------------|--------------------------|--------------------------|
| Net financial position | <u>\$ 159,505</u> | <u>\$ 114,703</u> |
|-------------------------------|--------------------------|--------------------------|

Commitments (Note 3)

On behalf of the Commission

_____ Chairperson

_____ Member

See accompanying notes to the financial statements.

Rural Cape Breton District Planning Commission

Statement of Changes in Financial Position

March 31

2004

2003

Operating

| | | |
|--|----------------|----------------|
| Net revenue | \$ 27,593 | \$ 49,453 |
| Change in non-cash operating working capital (Note 5) | <u>(7,334)</u> | <u>(5,209)</u> |
| | <u>20,259</u> | <u>44,244</u> |

Financing and investing

| | | |
|-----------------------------|------------------|------------------|
| Debt repaid | | <u>(18,000)</u> |
| Change in net cash | 20,259 | 26,244 |
| Net cash, beginning of year | <u>18,314</u> | <u>(7,930)</u> |
| Net cash, end of year | <u>\$ 38,573</u> | <u>\$ 18,314</u> |

See accompanying notes to the financial statements.

Rural Cape Breton District Planning Commission

Statement of Changes in Fund Balance

| March 31 | 2004 | 2003 |
|----------------------------|------------------|------------------|
| Balance, beginning of year | \$ 26,158 | \$ (23,750) |
| Change in fund balance | <u>27,593</u> | <u>49,908</u> |
| Balance, end of year | <u>\$ 53,751</u> | <u>\$ 26,158</u> |

See accompanying notes to the financial statements.

Rural Cape Breton District Planning Commission

Statement of Investment in Capital Assets

March 31

2004

2003

| | | |
|----------------------------|-------------------|------------------|
| Balance, beginning of year | \$ 88,545 | \$ 82,251 |
| Capital expenditures | <u>17,209</u> | <u>6,294</u> |
| Balance, end of year | <u>\$ 105,754</u> | <u>\$ 88,545</u> |

See accompanying notes to the financial statements.

Rural Cape Breton District Planning Commission

Schedules to Statement of Financial Activities

Year Ended March 31

2004

2003

| | <u>Budget</u> | <u>Actual</u> | <u>Actual</u> |
|-----------------------------------|-------------------|-------------------|-------------------|
| Administrative | | | |
| Advertising and promotion | \$ 1,000 | \$ 1,562 | \$ 2,475 |
| Conferences | 12,000 | 10,956 | 9,280 |
| Interest and bank charges | 2,000 | 2,226 | 2,107 |
| Liability insurance | 12,000 | 14,535 | 9,699 |
| Maps | 4,000 | 1,373 | 1,050 |
| Membership dues and subscriptions | 5,000 | 5,305 | 5,244 |
| Miscellaneous | 1,000 | 2,777 | 3,542 |
| Office supplies and postage | 15,000 | 11,563 | 15,487 |
| Photography | | 419 | 519 |
| Professional fees | 4,450 | 4,874 | 4,151 |
| Salaries and employee benefits | 419,719 | 418,241 | 374,671 |
| Telephone | 10,000 | 9,241 | 9,586 |
| Travel and meetings | <u>42,000</u> | <u>44,810</u> | <u>44,582</u> |
| | <u>\$ 528,169</u> | <u>\$ 527,882</u> | <u>\$ 482,393</u> |
| Occupancy | | | |
| Insurance | \$ | \$ 773 | \$ 877 |
| Rent | <u>23,024</u> | <u>23,709</u> | <u>22,228</u> |
| | <u>\$ 23,024</u> | <u>\$ 24,482</u> | <u>\$ 23,105</u> |

See accompanying notes to the financial statements.

Rural Cape Breton District Planning Commission

Notes to the Financial Statements

March 31, 2004

1. Nature of operations

The Rural Cape Breton District Planning Commission is incorporated under the Planning Act of the Province of Nova Scotia. The object and purpose of the Commission is to provide planning, zoning and building inspection services to the Municipality of the County of Inverness, Municipality of the County of Richmond, Municipality of the County of Victoria, and Town of Port Hawkesbury.

2. Significant accounting policies

These financial statements are prepared in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants.

Revenue and expenditure

Major revenue and expenditure items are recorded on an accrual basis.

Operating fund

Capital assets are recorded at cost. Acquisition of tangible assets acquired with operating funds is recorded as an expenditure when incurred.

Capital fund

Capital assets are recorded at cost. Funds received through capital assistance programs or cost-sharing arrangements are treated as a reduction in the cost of the asset acquired.

Depreciation

The Commission does not record depreciation on its property and equipment.

Use of estimates

In preparing the Commission's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and reported amounts of revenue and expenses during the period. Actual results could differ from these estimates.

Financial instruments

The Commission's financial instruments consist of cash, receivables, and payables and accruals. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted.

Rural Cape Breton District Planning Commission

Notes to the Financial Statements

March 31, 2004

3. Commitments

The Commission rents premises under a long-term lease which expires in 2008. The annual rent is 2005 - \$19,800; 2006 - \$23,100; 2007 - \$23,100; and 2008 - \$23,925. The lease provides an option to renew.

4. Pension costs and obligations

The Commission is required to match contributions to a group registered retirement savings plan for all full-time employees to a limit of 5% of the yearly maximum pensionable earnings under the Canada Pension Plan. Total contributions during the year amounted to \$17,853 (2003 - \$15,403).

5. Supplemental cash flow information

| | <u>2004</u> | <u>2003</u> |
|---|-------------------|-------------------|
| Change in non-cash operating working capital: | | |
| Receivables | \$ (9,487) | \$ (1,727) |
| Payables and accruals | <u>2,153</u> | <u>(3,482)</u> |
| | <u>\$ (7,334)</u> | <u>\$ (5,209)</u> |
